

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** Tax Office

**AGENDA DATE:** 04/12/05

**CONTACT PERSON/PHONE:** Tax Office, Juan Sandoval, (915) 541-4058

**DISTRICT(S) AFFECTED:** N/A

**SUBJECT:**

**APPROVE:** Temporary Appointment

**BACKGROUND / DISCUSSION:**

This temporary appointment is to provide assistance to the Tax Department while permanent staff is out due to illness.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Already budgeted for FY/05.

Fund Source: 06010022-01101-06000

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) LM

**FINANCE:** (if required) \_\_\_\_\_

**OTHER:**

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

TOCC  
4/12/05



**TAX OFFICE  
MEMORANDUM**

**TO:** Terry Bond  
Human Resources Director

**THRU:** Juan Sandoval, R.T.A., M.P.A.  
City Tax Assessor Collector

**DATE:** March 21, 2005

**SUBJECT:** Request for Temporary Customer Accounts Tax Clerk II

*[Signature]*  
**O.K.-OMB**  
DATE: *DA* 3-28-05

This is to request for a temporary Customer Accounts Tax Clerk II through the end of the month of August 2005. This position will be assisting the Tax Department while permanent staff is out due to illness.

Thank you.

/bv

Acct # 06010022-01101-  
06000  
(General Fund.)

**RECEIVED**

MAR 21 2005

HUMAN RESOURCES DEPT.  
ADMINISTRATION

*Just to let you know funds  
for this request?*

*[Signature]*  
3/25/05